

NOTICE OF VACANCY

Clark County Utilities Department  
Clark County Personnel Office  
County Offices/Municipal Courts Building  
50 East Columbia Street - 5<sup>th</sup> Floor  
P.O. Box 2639, Springfield, Ohio 45501

Position Title:	Utility Technician (two positions)
Location:	1449 Styer Drive, New Carlisle; 3990 Woodbury Rd, Medway; 25 W. Pleasant St. Springfield
Supervisor:	Utilities District Supervisor; Chief Operator; or Business Systems Manager
Salary:	\$11.20 probationary rate*; \$11.82 after probation; \$13.90 after 4 yrs; County benefit package
Date Issued:	July 10, 2006
Shift:	37.5 hrs/wk days; may work Tues-Sat, or Sun-Thurs shift by seniority
Filing Deadline:	Applicants interested in the above named position should submit a resume and complete an employment application at the Clark County Personnel Office, County Offices/Municipal Courts Building, 50 E. Columbia St., P.O. Box 2639, Springfield, Ohio 45501-2639 by 4:00 p.m. on July 24, 2006. Applicants needing accommodation in completing this application, please contact the County Personnel Office at (937) 328-2413. T.D.D. (937) 328-2560.

Summary of Responsibilities:

Under supervision, performs meter reading, meter installation, and maintenance duties necessary to sustain water and sewer system services and related duties.

Summary of Essential Duties:

- Performs all meter reading duties such as testing and reading meters, checking leaks, installing meters, repairing and rebuilding meters, repairs and paints curb boxes and meter pits.
- Performs disconnections, reconnections and new service connections as directed. Interacts with customers on shut-offs and repairs after instructions.
- Performs plumbing assignments relating to installation and replacement of meters and radio read devices.
- May drive pick up trucks, trailers, tractors, mowers and deliver other equipment to work sites after training.
- Assists in excavating and repairing streets in connection with leaks, valves, and manholes.
- Repairs water main breaks, repairs and replaces hydrants, checks and repairs leaks and other service problems. Performs water distribution system maintenance.
- Assists in repairing leaking or collapsed sewers.
- Assists in maintaining lift stations and sewers after training. Performs sewer maintenance functions.
- Learns how to operate Jet truck and assists in operating Jet truck after training.
- Repairs motors, pumps, and assists in repairing electrical equipment after training.
- Performs facility and equipment checks. Makes daily recording of readings and changes chart on flow meters. May perform weekend facility checks after training.
- Cares for and accounts for tools, equipment, and materials used. Conducts inventory of meters and other equipment
- Operates assigned computer equipment after training.
- Performs other related duties.

Summary of Requirements:

- Must have and maintain Ohio Motor Vehicle Operator’s License and personal vehicle insurance of \$100,000/\$300,000
- Ability to read meters manually and electronically.
- Ability to learn to operate and download touch read interrogator and related computer and radio equipment.
- Ability to physically walk up to 7.5 hours per day with limited rest periods and limited restroom access.
- Ability to handle dogs and other animals encountered on routes.
- Ability to learn to repair, rebuild and test meters.
- Ability to read and follow written instructions.
- Ability to enter customers’ homes to replace meters and install radio read devices following training, and to exhibit a professional appearance and conduct.
- Ability to learn and demonstrate plumbing skills. Plumbing experience preferred.
- Ability to bend, stoop, crawl into confined spaces.
- Ability to work outdoors in extreme temperatures (hot & cold) and in inclement weather.
- Must be able to safely lift 80 pounds.
- Must be able to safely operate a 65 to 95 pound jackhammer.
- Must learn to use various hand tools, including amp and volt meters and continuity testers.
- Ability to learn safe procedures to work in and around trenches and backfilling operations.
- Ability to learn and demonstrate motor and pump repair skills. Ability to learn 3 phase electrical repair.
- Ability to learn operation and maintenance requirements of the vacuum sewer system.
- Ability to learn to operate Jet truck and attachments.
- Following training, able to drive to lift stations, water tanks and treatment plants to verify operating status, take readings on meters and record results and readings.
- Ability to maintain tools and keep complete inventory of tools and meters.
- Ability to write neatly and record information and daily logs accurately.
- Ability to learn basic word processing and spreadsheet applications.
- Must be able to work effectively as a team member and with supervisors and others.
- Must complete training requirements established by department.